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Adm-212

DD/S&T
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6 October 1964

MEMORANDUM FOR: Assistant Director, OCS
Assistant Director, OEL
Assistant Director, OSA
Assistant Director, OSI
Acting Assistant Director, ORD
Director, FMSAC

SUBJECT: Budget and Fiscal Reviews

1. In our efforts to obtain additional funds in FY 64, DD/S&T undertook periodic reviews of the funds position, rates of expenditure, and contracting efforts of the various Offices. Each Office was required to periodically submit reports which reflected: (a) funds obligated to date on approved projects, (b) projects being processed through the Approval System, (c) proposals in the Office of Logistics awaiting final contract negotiation, and (d) remaining unobligated funds. A second major purpose in these reviews was to advance the contracting dates for much of the R&D effort from the fourth quarter into the third quarter of the fiscal year. The alleviations of the "hump" of activity during May and June permitted more orderly approach to the selection of contractors and to the contract negotiations.

2. In this fiscal year, we will continue efforts to advance our contracting load from the fourth quarter into the third quarter and from the fourth and third quarters into the second quarter of the fiscal year. If this can be accomplished in FY 65, and a smaller effort made in FY 66 to further diffuse the workload, we will have achieved a management goal which, in practice, will result in a more orderly and manageable flow of contracting effort throughout the year.

3. In addition to the above objective, DD/S&T will again request year-end funds to increase the level of contracting activity for the Directorate. As in FY 64, it is essential that FY 65 allotted funds of the Directorate be obligated and committed against approved programs before

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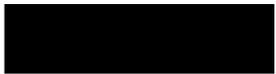


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any Office will become eligible for funds from the Reserve or Agency-wide year-end accumulations. Our objective, therefore, is to have a good portion of our total external contract effort in the negotiation stage by 31 December 1964 and 90 per cent of the total effort under contract by 31 March 1965. By 1 May we would submit to the Comptroller our requests for additional funds; by that date all contract requests should be in Approval System channels or in the Office of Logistics under negotiation procedures.

4. In order to accomplish the above, the program review and status reports which were initiated in FY 64 will be reinstated beginning 23 October. The reporting format will be similar to that employed in FY 64; i.e., bar charts and curves for research and development projects and equipments, and line charts for management funds.

5. In order to assist each Office in preparing these reports and to learn from the Offices their individual plans, objectives, and milestones, members of the Plans and Programs Staff will schedule meetings with Office Budget and Fiscal Officers and others you may desire during the week of 5-9 October.

Signed: 

for
ALBERT D. WHEELON
Deputy Director
for
Science and Technology

cc: **BPAM**

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